

18 October 1962

DD/R # 648-62

MEMORANDUM FOR: Office of Logistics
Telephone Facilities Section


THROUGH: Physical Security Division/OS

SUBJECT: Additional Telephone Service for the
Office of the Deputy Director (Research)



1. It is requested that an additional red line be added to the present telephone facilities of the immediate Office of the DD/R. At the present time both the DD/R and the ADD/R are sharing extension R-9025. Experience has shown that this single line is proving increasingly inadequate for these two officials.

2. It is also requested that telephone service be installed in Room 3E37, Headquarters. This room will be occupied by three members of the Office of the DD/R Staff. Unfortunately, however, it is not contiguous to the rest of the DD/R's suite and is located across the corridor and some fifty feet away. Before the actual installation of service, I would appreciate consultation and advice on developing the most satisfactory and appropriate wiring in the light of the existing physical arrangement and requirements. This service will be needed beginning on 24 October and should include at least two black and one red line.

3. Your assistance in the provision of these additional services is very much appreciated.

 25X1A
Executive Assistant
Deputy Director (Research)

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